**Revised 12/13/21**

**Job Description: Intramural Sports Program Assistant**

**Team Member Responsibility:**

* Take Pride in being a Student Employee in the IM-Rec Sports Department.
* Establish a positive rapport and relationship with Student and Departmental Staff, Members and Guest of the Facility.
* Promote Exceptional Customer Service to create a positive environment for members and guests.
* Take Initiative, be proactive, and be confident in decision making.
* Be proactive and prepared to respond to all emergency situations and follow procedure/protocol for pre and post Incident/Accident.
* Maintain a Standard of Excellence in professionalism and cleanliness.
* Serve as a key link between Members and Full-Time Staff by the enforcement of policies and procedures as set forth by the department.

**Area Specific Responsibilities:**

* Schedule Intramural Sports Officials & Intramural Sports Supervisors
* Recruit, train, and evaluate Intramural Sports Officials & Intramural Sports Supervisors
* Assist with IM Leagues, including League & Tournament Scheduling, data entry, and roster management
* Assist with employee hiring and payroll
* Assist in program evaluation, inventory, and the revision of rules and policy handbooks
* Perform office duties, including daily site preparation.

**Requirements/Qualifications:**

* Experience as an Intramural Sports Supervisor for a minimum of one academic year
* Work approximately 10 hours per week
* Attend and assist with administration of all mandatory meetings
* Certification in CPR, AED, and First Aid
* Good interpersonal skills and the ability to relate with peers
* Thorough knowledge of all Intramural Sports Handbooks

**Expressed Benefits:**

* Gain Work Experience
* Earn Money ($13.00/hour)
* Have schedule flexibility and convenience of working on Grounds.
* Acquire general work skills that will be useful to you after graduation.